

UNOFFICIAL
PERSONNEL BOARD MINUTES
Tuesday, October 1, 2013

CALL TO ORDER

The meeting began at 5:35 p.m. in Conference Room 113 at City Hall.

REVIEW OF AGENDA

No changes.

ROLL CALL

Present: Ed Fuentes, Anna Marie Jones, Joe Roberts, Ed Comerford

City Staff: Human Resources Director Tami Yuki, Police Chief Neil Telford, Deputy Fire Chief Dave Downing, and Finance Director Kim Juran.

APPROVAL OF MINUTES

Personnel Board Member Comerford motioned to approve the minutes; Personnel Board Member Roberts seconded the motion.

PUBLIC COMMENT

No public comment.

CONDUCT OF BUSINESS

HR Director Yuki gave a brief introduction on the three job descriptions for review. She stated that the City Council approved the 2013-14 Budget with a reclassification to 2 positions and approval for a new position.

Emergency Services Coordinator

Police Chief Neil Telford and Deputy Chief Dave Downing presented the background of the position. Chief Telford said that this position will assist with coordinating emergency response to events and focus on preparedness, training, set up and assist with exercises, coordinate with County/City agencies, work with Community Preparedness and CERT committees. Chief Downing said after the Glenview Fire it was apparent that this position was needed, and that other agencies have similar positions, and because of this position, grants may be available to offset costs in training, etc.

Personnel Board Chair Fuentes asked who is doing these responsibilities now. Chief Telford stated that personnel in Police, Fire, and the prior Community Services Director were doing pieces of the position, but it is desirable to have one person coordinating the duties. He stated that this position will assist the City Manager, and that this position will help the City to ready for a major event prior to the event.

Personnel Board Member Roberts stated that this position is similar to a position that he has in the company that he works. He stated that the position coordinates and prepares for a major event. Personnel Board Member Roberts asked where this position falls on the organizational charts. Chief Telford stated that currently the position will first start out in the Police Department, but will report to the City Manager or his/her designee.

Personnel Board Chair Fuentes asked if there are any laws/regulations that this position/City has to abide by per emergency services. Chief Telford stated that the training and plans are compliant with State and Federal (FEMA) regulations and guidelines.

Personnel Board Chair Fuentes stated that under the duties and responsibilities, this position doesn't "monitor" natural disasters, but monitors the impact to the natural disaster. Chief Telford stated that you monitor the situation, i.e. fire, and that another event in another City may spill over. Personnel Board Member Roberts stated that someone would have to monitor the disaster because then he/she would have to activate something in San Bruno.

Personnel Board Member Comerford stated that you don't "perform recovery efforts" and how would you "perform recovery efforts". Personnel Board Chair Fuentes stated that replace "perform" with "prepare".

HR Director stated that "recovery efforts" is the information such as reimbursements that the Finance Department submitted to other agencies. Chief Telford recommended that it states, "assist in the recovery efforts".

Personnel Board Chair Fuentes asked if this position is going to be the major contact person at these meetings with various agencies. Chief Telford stated that this position will be representing the City at various meetings. Personnel Board Member Roberts confirmed that this position is the voice and represents the City. Personnel Board Chair Fuentes stated that we add, "act as City representative at regular meetings..."

Personnel Board Member Jones stated to change "develops" to "develop reports concerning new or ongoing program". Personnel Board Member Jones asked about events at the Airport. Chief Downing stated that the Emergency Services Coordinator would not respond to an emergency at the Airport. Chief Telford stated that this position would attend an exercise at the Airport or a debriefing event.

Personnel Board Chair Fuentes asked what would be needed in order to get these certifications. Chief Telford and Chief Downing stated that you receive certifications through coursework. Personnel Board Chair Fuentes asked under the education and experience section, it states five years of experience in disaster management including public sector preparation, response, and supervision". Board Chair Fuentes stated that this position does not supervise. Chief Telford clarified that it is supervision of event management. Chief Telford suggested we replace with "event management".

HR Director stated that we need to include language about the full background process since this position will be working in the Police and Fire Departments and will have access to confidential information and records.

Personnel Board Member Comerford motioned to approve the job description with the Board's recommended changes with Personnel Board Member Jones who seconded the motion.

Lead Accounting and Customer Service Representative

Finance Director Kim Juran stated that the Cable TV Department has had a Lead position in their CATV Department. Finance's Utility Billing Division manages the daily payments that come in for water, garbage, setting up customers for new service, and dealing with customer issues that come up on garbage and water. She stated that the oversight of the utility billing position has fallen on the ACSR III position, and this position is necessary for those customers who want to escalate an issue to the next person which would be the lead position. She also stated that this position is also responsible for being knowledgeable on the technical aspects of water, sewer, and garbage calculations.

Personnel Board Member Jones stated that there no comma after "adjustments" and remove "and" before the word "assisting". Personnel Board Member Jones stated that add, ",", after the word "assigned departments". Personnel Board Chair Fuentes stated that the word "senior" should be removed from "senior management" in all references since anyone from management can ask for support.

Personnel Board Chair Fuentes stated that “Internet” should not be capitalized, and asked if the word “off-site” needed to be in there if the Department does not have a host billing system. HR Director stated that she does not think that is the case, and she will confirm with the CATV Department before removing it.

Personnel Board Member Jones stated to remove the “s” in “provides”. Personnel Board Chair Fuentes stated that the word “Divisions” should be removed since it is not a separate division in Finance.

Personnel Board Member Comerford stated that under education and experience, the reference to “CATV” should be removed since this is a position that works in either the Finance or CATV Departments. Personnel Board Member Jones stated to include a “,” after “sit”, and remove “and” in “sit, and talk, and hear”.

Personnel Board Member Comerford motioned to approve the job description with the Board’s recommended changes with Personnel Board Member Jones who seconded the motion.

Information Technology Manager

HR Director Yuki stated the IT Division used to be part of the CATV Department, but when the CATV Director left a few years ago, the IT Division was then moved under the direction of the HR Director. She stated that since that time, the current IT Analyst has taken more of the responsibility with managing the Division with the oversight by the HR Director. The current IT Analyst has managed several projects including the Disaster Recovery Project and the Fire Suppression Project.

Personnel Board Chair Fuentes asked about number of staff in the Division. The HR Director stated that there are current 3 employees. Personnel Board Chair Fuentes stated that under the supervision exercised section, it should include “IT Analyst” as one of the personnel that receives supervision from the IT Manager. Personnel Board Member Jones stated to take out the “,” after the “internal controls.”

Personnel Board Chair Fuentes confirmed with the HR Director that both security and telecommunications responsibilities are included in the job description. Personnel Board Chair Fuentes stated to add a “,” after the word, “data” and to remove the reference to “senior” in “senior management” as we did with the Lead ACSR position. Personnel Board Chair Fuentes stated to include, “as needed” under the peripheral duties after “reports to work at any time”.

Personnel Board Member Jones stated to remove “and” in the “Ability to” section in the last sentence. Personnel Board Member Jones stated that under the physical demands section to remove “and” before “reach with hands”.

Personnel Board Chair Fuentes stated to remove “specific” under the education and experience section in the phrase, “specific information technology systems” to cover the constant change in IT system requirements.

Personnel Board Member Comerford motioned to approve the job description with the Board’s recommended changes with Personnel Board Member Roberts who seconded the motion.

Recruitment Information

The HR Director reported that a new Building Official was hired and began employment last week. The new employee relocated from Southern California. A Police Records and Dispatcher Supervisor candidate has been identified and we are continuing to complete the background process.

The HR Director stated that the Deputy Director for Maintenance and Operations continues to be a difficult recruitment. We have completed several recruitments, but have not been successful at identifying a candidate. This is not specific to San Bruno and there is a lack of qualified and suitable candidates for Director level positions has made it difficult for the public sector industry.

The HR Director reported that we completed a Police Commander recruitment and the internal candidate was the best qualified. We also completed a Parks Maintenance Worker which attracted over 500 applicants. She stated that we just completed a Community Services Director and Management Analyst recruitment, and we are in the process of a recruitment for Police Lieutenant.

The HR Director stated that the current eligibility lists which are up for expiration are not recommended for extension.

BOARD MEMBER COMMENTS

Personnel Board Member Roberts asked if the Personnel Board will be involved in the selection of the Director for the San Bruno Community Foundation. HR Director stated that the City Council will be selecting and appointment the Board. The deadline was yesterday to submit applications.

Personnel Board Member Ed Fuentes asked when the next EEO-4 report will be due. Human Resources Director Tami Yuki stated that it was last completed in 2011 and it is due every two years, so they Personnel Board should see it again this fall.

Next meeting will be on December 17, 2013. The Board Chair will not be here for the regular quarterly meeting and asked it be moved to December 17, 2013. Personnel Board member Jones stated she may not be able to make it.

ADJOURNMENT

Personnel Board Member Ed Comerford motioned to adjourn the meeting. Personnel Board Member Joe Roberts seconded the motion. The meeting adjourned at 7:05 pm.